

Request for Hand Drawn Payroll Check

DATE: _____
TO: Payroll & Employee Information Services (PEIS)
FROM: _____
Home Department Name _____ Dept. Number _____ Check Location _____
RE: _____ SSN _____
LAST Name _____ FIRST Name _____
PAY CYCLE (circle): B1 Monthly (circle): Faculty Staff Student

LATE PAY REQUEST ONLY

This employee did not receive the total payment due on the appropriate payday for the **payroll period** beginning _____ and ending _____ .

HOURLY EMPLOYEE (Late Pay Form must be attached.)

_____ HOURS at the RATE of \$ _____ PER HOUR.

MONTHLY SALARIED EMPLOYEE

Please issue the estimated net amount due for the following:

REG Salary Payment _____ ADL Compensation Payment _____

VACATION ADVANCE ONLY

I request an advance on my regular paycheck dated _____ because I will be on a vacation of five (5) or more days at the time this payday occurs.

Vacation Period: _____ to _____ Last Day Worked: _____

This request constitutes a promissory note. Amounts disbursed through hand drawn checks are recovered via payroll deduction on the next scheduled payday.

SIGNATURES REQUIRED FOR AUTHORIZATION AND APPROVAL

Employee _____ Date _____

Department Head/Authorized Departmental Representative _____ Date _____

Name of Person Completing Form - PRINT CLEARLY _____ Phone Number _____

PEIS USE ONLY

Employee LAST Name, FIRST Name _____ SSN: _____
Amount of Issued Check: \$ _____ Check Number: _____
Applied to the Payroll dated: _____ Pay Cycle: B1 MO
PEIS Approval: _____ Processed By: _____ Date: _____